

# EXHIBIT X

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Staff Evaluation - Annual Evaluation

Employee Name: Sanchez, Lucero  
 Department: Food Services  
 Evaluation Date: 3/18/2017  
 Position Title: Food Services Cashier

Employee Id: 15129  
 Dept. ID: 400511  
 Position Description Rev. Date: 7/27/2017  
 Job Code: 281146

**I. Living Our Values**

The Values are the specific behaviors we will exhibit as we go about achieving our Mission.. For each Value, assess based on the descriptions of each rating and the Methods of Assessment found on the last page of this form.

Expectations	Rating	Method of Assessment	Example
<b>Caring: We are caring and compassionate.</b>			
<ul style="list-style-type: none"> <li>-Listen to understand</li> <li>-Seeks others' perspective</li> <li>-Gives others full attention</li> <li>-Avoids interrupting others</li> <li>-Empathizes with others</li> <li>-Encourage others               <ul style="list-style-type: none"> <li>-Acts as a mentor or coach</li> <li>-Encourages team members</li> <li>-Shows confidence in peers</li> <li>-Sees potential in others</li> </ul> </li> <li>-Connect with others               <ul style="list-style-type: none"> <li>-Smiles frequently</li> <li>-Acknowledges others in a warm and friendly manner</li> <li>-Is self aware</li> <li>-Manages relationships effectively</li> </ul> </li> </ul>	3 - Exceeds Expectations	Observed	Luz is always friendly and has a great relationship with our customers and takes time to get to know them
<b>Integrity: We demonstrate respect and integrity.</b>			
<ul style="list-style-type: none"> <li>-Be Transparent               <ul style="list-style-type: none"> <li>-Asks for help when needed</li> <li>-Documents standard work</li> <li>-Learns from mistakes</li> <li>-Trustworthy</li> </ul> </li> <li>-Keep your word               <ul style="list-style-type: none"> <li>-Keeps commitments</li> <li>-Reliable</li> <li>-Maintains confidentiality</li> <li>-Practices good time management</li> </ul> </li> </ul>	3 - Exceeds Expectations	Observed	Luz is very reliable and is always willing to jump in and help out with any task that is asked. She does a great job at keeping the high standards in the café.

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Expectations	Rating	Method of Assessment	Example
<b>Collaboration: We collaborate with our patients, families, employees, partners and communities.</b>			
<ul style="list-style-type: none"> <li>-Be a team player</li> <li>-Considers the needs of others</li> <li>-Takes initiative to help others</li> <li>-Includes others</li> <li>-Addresses disagreements or issues in a timely manner</li> <li>-Share information</li> <li>-Shares information, knowledge and expertise</li> <li>-Communicates clearly about priorities and expectations</li> <li>-Recognizes others' contributions</li> <li>-Makes decisions that support our Mission</li> </ul>	3 - Exceeds Expectations	Observed	Luz is very self driven. she doesn't need much directions she hold herself accountable and has a very strong work ethic
<b>Excellence: We strive for excellence in all we do.</b>			
<ul style="list-style-type: none"> <li>-Grow and develop</li> <li>-Demonstrates initiative and motivation to gain knowledge and learn new skills</li> <li>-Solicits feedback</li> <li>-Actively participates in department and/or committees</li> <li>-Navigates change effectively</li> <li>-Focus on quality.</li> <li>-Adheres to Renown Health policies and procedures</li> <li>-Understands measures of success</li> <li>-Utilizes Transformational Health Care Tools to improve work processes</li> <li>-Focuses on safety for self and others</li> <li>-Speak Up</li> <li>-Reports patient safety events, good catches and other occurrences in a timely manner</li> <li>-Stops the process when a mistake or defect is identified</li> <li>-Models the action, "See something, say something"</li> <li>-Shares ideas and solutions with others</li> </ul>	3 - Exceeds Expectations	Observed	Luz is great at communicating information to leaders. If she sees a problem she always lets us know.

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## II. PERFORMANCE SUMMARY – Living Our Values

	Rating
Caring	3
Integrity	3
Collaboration	3
Excellence	3
Total	12
Divide total By 4	3

## III. PERFORMANCE SUMMARY - JOB-SPECIFIC DUTIES AND RESPONSIBILITIES

Instructions: For each job-specific duty or responsibility listed in the Position Description, assess based on the descriptions of each rating found on the last page of this form. Transfer scores to table below AND attach a copy of Position Description.

Duties and Responsibilities (transfer from current position description)	Weight		Score		Total Points Weight X Score	Method of Assessment
Living Our Values	30%	X	3	=	90	
Provides fast, accurate, continuous service to customers.	15%	X	3	=	45	Observed
Provides an accurate accounting of all monies.	20%	X	3	=	60	Observed
Provides a clean, well-stocked facility for customers.	10%	X	2.3	=	23	Observed
Follow established rules of conduct/dress.	10%	X	0.9	=	9	Observed
Meets Retail Standards	15%	X	2.4	=	36	Observed
Total	100%				263	

Attached Position Description: Cashier job.docx

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## IV. REQUIREMENTS

Competencies	Status	Comments
1. License verification (attach copy of license and primary source verification from issuer)	N/A	
2. Certification verification (all certifications required by position description including BLS, ACLS, specialty certifications, etc.)	N/A	
3. Joint Commission, OSHA and other required Online Learning Modules completed by due dates (print and attach OLA transcript)	Completed	
4. Department specific and job-specific competencies completed (attach introductory or annual competencies)	N/A	
Other:		
1. TB test or evaluation Due Date: 8/1/2014		
2. Mask fit test or other evaluation Fit Date:		
3. Total Compensation Package Review - print and attach Compensation Data Sheet from Leader Scorecard database	Completed	



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## IV. REQUIREMENTS

Continuing Education and Professional Development Courses		
Course Name	Date Completed	Certificate
Renown Committees		
Committee Attending	Position Held	
Profession Organizations		
Professional Organization	Offices Held	
Community Benefits		

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**V. DEVELOPMENT PLAN**

All employees, regardless of the overall score, must have a Development Plan. The Development Plan must specifically address any standard or job-specific duty or responsibility that is scored (1) "Needs Development" or (0) "Unsatisfactory" with clear steps that will be taken to improve the performance level. You may attach additional documentation for this purpose. Please review the results from the previous pages and complete the following:

Maximize current strengths by focusing on and continuing to (at least three):

1. Luz is very friendly and always has a smile on her face when she interacts with customers
2. Luz does a great job of keeping the cafe neat and organized
3. Luz is a wealth of knowledge and is very helpful and has great communication with leaders.

Increase effectiveness by starting or stopping the following (at least three):

1. Work with the cooks and the leaders to reduce food waste
2. Work with the team to get the kitchen ready for 100% on the health inspection
3. Help with catering and room set up when we have events

Development Goals (at least one):

1. Work with the team to make sure the department is ready for 100% health inspection

Progress check at 90 days 10/25/2017 180 days 1/23/2018

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**VI. COMMENTS**

Employee Comments:

Evaluator Comments:

Luz is always in a pleasant mood and has a smile on her face and everyone comments on how nice she is



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## VII. SIGNATURES

## ACKNOWLEDGEMENT

I acknowledge that my leader thoroughly reviewed my performance for the performance period, created a meaningful development plan, and reviewed my total compensation package in a comprehensive manner.

I further acknowledge that I have read and understand the position description delivered at this evaluation. I have reviewed all performance standards and understand that these standards will be used as criteria for evaluating my performance.

I hereby acknowledge that I currently hold, or will obtain within the amount of time specified, all required licensure and certifications listed in the minimum requirements section of the position description. I understand that it is my responsibility to maintain the required licensure and certifications (as applicable).

It is further understood that the position description may be modified at any time to reflect changes necessary in departmental and/or organizational needs.

My typed name below shall have the same force and effect as my written signature.

Lucero Sanchez  
 Employee's Signature

8/8/2017  
 Date

Kristin Foley  
 Evaluator's Signature and Credentials

7/27/2017  
 Date

Justin Bart  
 Evaluator's Supervisor's Signature

7/27/2017  
 Date